



Department of Corrections and Rehabilitation
NOTICE OF CHANGE
TO DEPARTMENT OPERATIONS MANUAL

**Chapter 7, Article 4, Initial Intake Procedure,
Chapter 1, Article 1, Organization,
Chapter 7, Article 3, Types of Records, and
Chapter 5, Article 43, Inmate Property.**

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The purpose of this document is to provide Department Operations Manual (DOM) holders with information regarding revisions to DOM, Chapter 7, Article 4, Initial Intake Procedure; Chapter 1, Article 1, Organization; Chapter 7, Article 3, Types of Records; and Chapter 5, Article 43, Inmate Property.

These revisions are necessary to bring the DOM into compliance with California Penal Code, as well as current departmental practice. The proposed revision revises and updates the policy and purpose statements for Chapter 7, Article 4 and identifies allowable expenses and a new commitment county reimbursement duty under Penal Code 4016.5. Other updates to organization names and position titles are made since this DOM article was last revised in 1996. A revision is also made to DOM Chapter 1, Article 1, Organization, adding an Intake Control Unit to the list of Population Management functions. Also attached is the change of acronym from "CDC" to "CDCR" for CDC Form 104 as referenced in Chapter 7, Article 3, Types of Records, and Chapter 5, Article 43, Inmate Property, as well as in Chapter 7, Article 4. The form was updated to add the department's current acronym (CDCR) and put it in a newer electronic format. The form's content remains unchanged.

If you have any questions or concerns regarding the policy contents, please contact Angella DeBusk, Correctional Counselor III, DAI, at (916) 445-0373. You may also contact Trilochan Oberoi of my staff at (916) 445-2227.

Original Signed by:

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